



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

LIQUOR LICENSE PLAN OF OPERATION

Licensee: East Room, Ltd.
d/b/a East Room

Premises: 2352-2358 N. Milwaukee Ave.
Chicago, Illinois 60647

Licenses: Tavern

Account#: 381872

Pursuant to Chapter 4-60-040(h) of the City of Chicago Municipal Code, the City of Chicago Department of Business Affairs & Consumer Protection/Local Liquor Control Commission ("BACP"/"LLCC") and the above named licensee have agreed to the following license conditions to assure that the continued operation of its business will not be a law enforcement problem or cause a public nuisance or deleterious impact on the health, safety and welfare of the community.

1. 911 & Incident Logs: Licensee, its employees, and security guards shall immediately, or as soon as practicable, report all observed illegal activities occurring on or within sight of the licensed premises to 9-1-1. In addition to identifying the name of the business and its address, state their name and relationship to the licensed premises. The Licensee shall maintain a logbook of all illegal activity reported or required to be reported to the Chicago Police Department ("CPD"), as required under Section 4-60-141 of the Chicago Municipal Code. The Licensee shall retain all incident reports generated for no less than two (2) years. The log will be made available to BACP or CPD upon request.
2. Cooperation with CPD: Licensee shall cooperate fully with CPD in the event that CPD detains, cites, or arrests any individuals at or near the licensed premises stemming from an incident at or near the licensed premises. Licensee, including all staff within the employ or control of the Licensee shall cooperate fully with CPD in its subsequent investigation and prosecution of such incidents, including but not limited to: signing complaints and testifying in any hearing or trial as necessary.
3. CAPS Meetings: Licensee agrees to regularly attend all CAPS beat meetings and CAPS hospitality meetings and agrees to set up and/or attend meetings with the alderman, police commander, and community residents or groups to discuss any concerns regarding the operations of Licensee's business.



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4. Cooperation with Books and Records Requests: Licensee agrees that in the event the LLCC, BACP, or CPD receives a complaint, the Licensee shall cooperate fully with any investigation, including but not limited to, submitting any records requested by the LLCC, BACP, or CPD. Licensee agrees to produce all requested records within ten days of the request.
5. Security Personnel: Licensee agrees that it will maintain an adequate number of security personnel during all hours of operation. Security personnel shall patrol the interior and exterior areas of the licensed premises to ensure customers conduct themselves in a lawful manner and move loiterers and trespassers. Security personnel shall be responsible for managing any entry line to the licensed premises. Security personnel shall be BASSETT certified. Security Personnel shall be responsible for checking IDs of entering customers and denying entry to any underage or visibly intoxicated person.
6. Security Cameras: Licensee shall maintain existing security cameras monitoring critical interior and exterior areas, including all entrances of the licensed premises and will be bound by the following restrictions:
 - a. Licensee shall index all camera recordings by date and time. Licensee will preserve all camera recordings for at least thirty (30) days after recording.
 - b. The cameras are sufficiently light sensitive and provide sufficient image resolution to produce easily discernible images.
 - c. All camera recordings will be stored at the licensed premises in a secure manner within in its offices, the access to which shall be limited only to authorized Licensee personnel.
 - d. All camera recordings will be made immediately available to the LLCC, BACP, CPD, or any law enforcement agency upon request.
 - e. The images recorded by the cameras are capable of being viewed through commonly available digital media viewers, and are capable of being transferred to a variety of portable form of media, including, but not limited to compact disc, digital video disc, and USB thumb drive.
7. Occupancy Limit: Licensee agrees to monitor and maintain the occupancy limit certified by the City of Chicago Department of Buildings commissioner.
8. Use of Promoters: Licensee shall not allow any Promoter to control the Premises for any event taking place at the Premises. Licensee must at all times:
 - a. Control the staff working at the Premises;
 - b. Control the decision to allow or deny any patron access to the Premises;
 - c. Approve all marketing of any event that is to take place at the Premises;



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- d. Ensure Promoters are aware of this requirement by including these requirements in all contracts with Promoters;
 - e. Provide copies of Promoter agreements upon request by BACP/LLCC or any law enforcement official.
9. Public Nuisance: Licensee shall immediately address any public nuisance issues which adversely impact the health, safety, and welfare of the community.
10. Alcohol Server Training: All bar, wait staff, and management shall be BASSET certified.
11. Observance of Chicago Municipal Code: Licensee agrees to abide by all applicable provisions of the City of Chicago Municipal Code.

The conditions of this Plan of Operation are legally binding and may be enforced by City of Chicago enforcement authorities under the City of Chicago Municipal Code §4-60-040(h). All other conditions of the license are governed by the City of Chicago Municipal Code. Violation of the above stated conditions, unless otherwise agreed to, may result in the imposition of a fine and/or suspension or revocation of all business licenses issued to the Licensee. Violations of the above stated conditions may also result in the issuance of cease and desist orders prohibiting the activity which violates the conditions of the liquor license.

The conditions of this Plan of Operation shall apply to the business address and Licensee and to all officers, managers, partners and direct or indirect owners of the entity of which is licensed. The sale of the business to other persons purchasing the stock or membership units of the licensed entity does not void the conditions of the license. Any and all potential new owners of the licensed entity shall be subject to the same conditions set forth in this Plan of Operation.


It shall be the duty of every person conducting, engaging in, maintaining, operating, carrying on or managing the above mentioned business entity to post this Liquor License Plan of Operation next to the Liquor License in a conspicuous place on the licensed premises.




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Zachary Eastman, President


Shannon K. Trotter
City of Chicago
Local Liquor Control Commissioner

Date: July 28, 2020